



Project: Knowledge Hub for Organic Agriculture in Southern Africa

Role: Country Project Management Support Officer

Contracting body: Namibia Nature Foundation (NNF) and Namibia Organic Association (NOA)

Report to: Country Project Manager

Contract terms: Role is 100% time; fixed-term contract from November 2021 - August 2022 (9 months), renewal depending on project continuation.

Project Overview

The Knowledge Hub for Organic Agriculture in Southern Africa (KH SA) is a collaborative country-led partnership forming part of the Knowledge Centres for Organic Agriculture (KCOA) project. The KH SA project aims to scale up adoption of organic farming practices in the Southern African region over a four-year period. The Knowledge Centres for Organic Agriculture (KCOA) comprise three other regional hubs: the North African knowledge hub, West African knowledge hub and East African knowledge hub. A fifth hub, the Central African knowledge hub, is under planning.

This is an indicator-led development project, with the indicators provided by the KCOA project. The strategy is thus to organise activities in each country in a manner that is appropriate to the context and the needs of that country, while also addressing the regional needs and achieving the goals and objectives of the project. These objectives of the project will be achieved through the following three outputs:

- *Output 1:* Validated technical and methodological knowledge for the promotion of organic agriculture, including processing, is prepared for the context of the participating countries and stakeholder groups.
- *Output 2:* Validated knowledge, strategies and good practices in the field of organic agriculture, adapted to the contexts of the countries participating in the regional knowledge hubs, have been disseminated.
- *Output 3:* Key actors in the organic agriculture value chains of the participating countries in the four (soon five) regions are networking in an exemplary manner.

Southern Africa (KH SA) region is under the leadership of the Sustainability Institute (SI) who work in cooperation with in-country partners - PELUM in Zambia, the Namibia Nature Foundation (NNF) in partnership with the Namibia Organics Association (NOA) in Namibia and the South African Organic Sector Organisation (SAOSO) in partnership with PGS-SA in South Africa. The in-country partner in Malawi will be selected later in the year. **Namibia Nature Foundation (NNF) and the Namibian Organic Association** are jointly implementing this project under their existing MoU to promote organic agriculture in Namibia.

The project is funded by the German Federal Ministry of Economic Cooperation and Development (BMZ) and implemented by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ).

Job description

The incumbent will be the Country Project Management support Officer is responsible to coordinate the day to day implementation of the project under the guidance of the Country Project Manager according to the project objectives and outputs as described in the project contract. The incumbent will be accountable to the Country Project Manager and work in close coordination with the Project Manager (based at the Sustainability Institute in South Africa). The Country Project Management Support Officer will undertake the following responsibilities:

1. Under the direction of the Country Project Manager and in partnership with the hub, provide assistance with the further development of the existing sector strategy as developed and implemented by NOA, in order to support regional strategies. This will be undertaken with support from the Project Director and the Multi-stakeholder Facilitator.
2. Coordinate the day to day implementation of the country project action plan amongst the team, with support from the Project Manager.
3. Liaise, as mandated by the Country Project Manager, regularly with the Project Manager and Director about projects outputs related to project milestones and key activities, and implement decisions made.
4. Coordinate the utilization of the project budget and where appropriate review/approve project related expenditure.
5. Coordinate project activities in accordance to the project objectives and project plan.
6. Promote project activities and create necessary awareness using effective communications strategies with the Communication's Officer, with support of the Communications Manager and SI Project Team.
7. Coordinate project activities in supporting knowledge management, monitoring and evaluation, and research activities with Knowledge and M&E Officer.
8. Under the direction of the Country Project Manager assist in developing strong sector relationships particularly in Namibia but also in the region. This includes attending necessary networking meetings and tradeshows, nationally and internationally.
9. Compile quarterly reports and other ad-hoc reports as and when required for submission through the Country Project Manager.

Requirements

- A degree in organic agriculture or a related field
- Knowledge and experience on organic agriculture (including livestock) of the sub-region (Southern Africa). This includes organic production and processing methods according to local and international organic standards as well as training, networking, advocacy and policy development.
- Knowledge regarding the local and international organic agriculture sector stakeholders such as input providers, producer associations, industry bodies, certification agencies, marketing channels and training providers

- Minimum of 5 years' work experience in managing teams achieving project objectives, particularly development or donor-led projects. Proven project management experience to include activity and resource planning, organising and motivating the project team
- A working knowledge of qualitative and quantitative research skills will be an advantage;
- Demonstrated written, presentation, communication and organisational skills in English; and the ability to produce timeous, well-written, accurate and high-quality reports
- Excellent social skills and ability to build and maintain stakeholder relationships
- Very good working knowledge of ITC technologies (Microsoft Suite), online communication tools and Social Media
- Willing and flexible to travel if necessary.